



County of Greene, Missouri

Employment Vacancy Announcement

10/23/2015

Greene County Family Court - Juvenile Division

Juvenile Probation Officer/GEMS Coordinator

Full-Time

\$16.63 per hour/\$34,590.40 annually

The Greene County Family Court - Juvenile Division is seeking a qualified person committed to excellence for the position of Juvenile Probation Officer and Gender Specific Responsive Programming & Services Justice Coordinator. The work requires professional-level discretionary judgment of high-risk youth using knowledge of the principles and skills of juvenile offender reformation, restorative justice, juvenile services case management and gender specific responsive programming and services. Identify gender specific delinquency prevention, intervention and/or treatment programs to prevent and reduce offending high risk behavior. Lead and facilitate gender specific responsive system reform, collaboration, quality assurance, change and innovative practices focused on improving the Juvenile Justice System for girls and young women. Identify, develop and implement gender specific responsive programming & services and trauma-informed services. Advocate for gender specific responsive programming and services both outside and within the juvenile justice system. Lead strategic planning, establish goals and make public education efforts for gender specific responsive programming and services. This position works under the direct supervision of a Probation Supervisor and the general direction of the Chief Juvenile Officer.

Essential Duties and Responsibilities:

Advocate for various gender specific responsive efforts. Establish a representative community stakeholder group to generate gender specific reform ideas and implement those ideas. Lead and facilitate the Juvenile Office's gender specific responsive team. Identify value added and proven practices for gender specific responsive programming and services models for possible implementation. Identify new approaches, programs, resources, assessment tools for implementation and opportunities for training on gender specific responsive principles and practices. Conduct research on methods to improve gender specific responsive services and identify gaps in systems and services. Identify and write gender specific programming and services grant opportunities. Maintain on a continuous improvement basis the Juvenile Office's gender specific responsive services website. Actively seeking and maintaining communication with individuals and organizations in this community to add value and opportunities to the youth we serve.

Provide community supervision and case management services to juvenile aged offenders on Informal Adjustment, Informal Probation, Formal Probation and those awaiting Juvenile Court Jurisdictional/Dispositional proceedings. Investigate and research thoroughly juvenile offender personal history, family situation, school records, past criminal behavior, psychological and psychiatric history, general background and environment. Formulate and present written/oral recommendations to the Juvenile Court, Court Staff, and service providers regarding the suitability of youth offenders for Probation Services, commitment to state agency custody, or other dispositional alternatives appropriate and available. Collaborate with other professionals, the youth and his or her family to plan a community-based reformation program that includes needed support services, drug or alcohol treatment, and other court ordered services such as payment of restitution or community volunteer work. Meet regularly and visit personally with youth in their in their home, residential placement, school, places of employment to monitor their behavior, performance, and adherence to conditions of probation supervision. Establish with youth and family rehabilitation plan with rules of conduct, goals, objectives, and court orders. Document youth's progress and status with respect to the youth's activities, behavior and quality of adjustment while under supervision. Establish and maintain paper and electronic case files for youth. Compile and maintain accurate and current case notes and prepare required reports for each youth supervised in a neat and legible prescribed form by entering data into JIS case management forms and documents. Conduct drug screen assessments. Enforce court orders. When youth violates conditions of probation or supervision; initiate formal court proceedings by filling petitions and/or motions to modify and other necessary actions to procure a decision by the Juvenile Court. Recommend revocation of probation, modification of disposition, or youth to remain in community with sanctions, when necessary. Prepare reports with recommendation for the youth's discharge from Probation whether successful or unsuccessful. Prepare and submit monthly statistical and performance reports on the status of individual caseload. Contact public and private community agencies to assist in youth rehabilitation or correction. Perform various Probation Services public relations activities such as addressing community groups, participating in conferences, panels of other agencies. Perform other such duties as may be directed by Probation Supervisor, Chief Juvenile Officer, or Juvenile Judge.

Be an active leader and supportive and actively participate in gender specific responsive programming & services, youth rehabilitation, offender accountability, corrective services, and promotion of public safety. Be actively engaged in; participate in, community based services, balanced and restorative justice, Savvy Sisters, Girls Circle and other available continuum of Family and Juvenile Services.

Minimum Experience and Training Qualifications:

Bachelor's degree in Sociology, Social Work, Psychology, Criminal Justice, Communication, Education, or allied field. A Master's Degree in Criminal Justice, Counseling, Education, or Social Work preferred. Demonstrated history in leading and participation in organizational workplace committee's and/or initiatives. Proven excellent computer literacy in the preparation of reports, documents, and statistical data. Strong computer literacy in Microsoft Word & Excel, required. Prior experience working with juveniles in probation services and/or gender specific responsive services & teams and facilitating teams, a plus.

A complete description of the physical and mental abilities required to perform the essential functions of the position is available at the Greene County Human Resources Office.

Special Requirements:

All applicants for the position of Juvenile Probation Officer/GEMS Coordinator will be required to undergo a complete background check and post-offer screening for the presence of illegal drugs as a condition of employment.

How to apply:

Interested individuals MUST submit a completed application AND resume to Human Resources, 940 N. Boonville Ave., Room 314, Springfield, MO 65802, or fax to 417.868.4811. Incomplete applications will not be given consideration. Deadline to Apply: Position open until filled.

Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.